



**Lewistown JSEC**  
Meeting Minutes  
August 8, 2013  
Coordinator

Prepared by Kristin Rutten, JSEC

In Attendance

Lauri Tognetti  
Terri Hall

Steve Phillips  
Kristin Rutten

Oscar Cantu

Karen Sweeney

Previous Month's Meeting Minutes

Karen moved to approve the minutes for the July 10, 2013, meeting. Steve seconded. Motion carried.

Treasurer's Report

Kristin reported there was no change in the bank balance from last month, though we still have a \$200 ABC registration check that has yet to be deposited.

JSEC Coordinator's Report

No report.

Job Service Report

No report.

Old Business

**Amendment to Bylaws:** Terri made a motion that the bylaws be changed to specify the election of officers and an annual planning session are to be held each June. Lauri seconded. Motion carried.

New Business

**ABC Clinic:** Lauri agreed to get the Clinic on the Yogo Inn events calendar for September 19, 2013. The menu was agreed upon, which will include a buffet-style sandwich bar to include meat, cheese, bread, salad and chips. Coffee & donuts will be served in the morning, with fruit added at the mid-morning break. Ice water, pop & coffee will be offered as beverages, with cookies added at the afternoon break. Steve made a motion to allot up to \$75 each for radio and newspaper advertising. Terri seconded. Motion carried. A KXLO-Live broadcast will be included with the radio promotions. Terri made a motion that approximately \$100 be allotted for a direct mailing. Steve seconded. Motion carried.

**Annual Goals & Objectives:** Possible goals included planning on a spring seminar on an annual basis, with a different topic/speaker each time. Topic ideas included tips for job seekers, including how to write a resume, complete an application, dress for an interview and write a cover letter. A speaker suggestion included Jeanne Bender from HR Laws. Another goal discussed was to reach out through a survey or other assessment tool to find out what employers want.

The meeting adjourned at 12:51 p.m. The next meeting is slated for noon on Thursday, September 5 at Hi Heat (*note change of location*).